Creating an Individual Overhead Resource

Overhead resources may be defined as a specific personnel resource or a group. Before creating an overhead resource, perform a search in the Resources list view, accessible from the IROC homepage, to ensure that the item you want to create does not already exist.

1. After selecting Overhead Resource from the Select Catalog drop-down, enter the identification information related to the resource: Last Name*, First Name*, Middle Name, Gender*, and Birth Month/Day* (MM/DD).

   **Note:** The Operational Name field will automatically populate with the individual’s first and last name.

2. Click in the Qualified As* field and select one or more qualifications (capabilities) for the resource.
   a. After selecting a qualification, the Add Qualification screen will appear. Select the Qual Status* (Blocked, Qualified, Trainee, Unknown, or Unqualified) and the Expiration Date*. You may also click the Visible checkbox. When done, click Add.
   b. You may repeat this step as often as needed.

3. Enter Primary Email* and Primary Phone*.

4. Select the Employment Class* (Career, Career Seasonal, Casual Hire, Intermittent/Call When Needed, Temporary, or Volunteer).

   **Note:** Employment class is the hiring method for an overhead resource, including emergency firefighter, regular agency, and personal service.

5. Enter either the FAA Code or Airport Name for the Preferred Jetport*.

   **Tip:** Clicking the FAA/Airport checkbox will allow you to search by airport name. If it is not selected, you must search by three-letter FAA code.

6. Check the Vendor Owned checkbox if appropriate.

   **Note:** If you check the Vendor Owned box, the Home Unit field will change to Owner Org.

7. Choose the dispatching unit Provider* and the Home Unit* (or Owner Org*, if vendor-owned) of the resource.

8. When done, click Save.